

APPLICATION FOR EMPLOYMENT

DIVISION OF LAW

DEPARTMENT OF LAW AND PUBLIC SAFETY

STATE OF NEW JERSEY

The Attorney General of New Jersey provides legal representation to all State officers, departments and agencies. The Deputy Attorneys General within the Division of Law advise and represent nineteen departments and over 400 sub-agencies of State government in the form of general day-to-day counseling of State agencies, preparation of legal memoranda and formal and informal opinions, and the presentation of cases in the trial and appellate courts in both the State and federal court systems, as well as the presentation of cases in administrative agency hearings. Additionally, Deputy Attorneys General advise the Governor on important matters and prepare legislative memoranda regarding the scope, terms, legal effect, constitutionality and general validity of numerous bills which have been enacted into law and those pending before the Legislature. The activities of Deputy Attorneys General involve such vital areas of law as environmental protection, consumer protection, public contracts, civil rights, correction and parole, state and local taxation, transportation, insurance, child abuse and neglect, labor law, public utilities regulation and education.

The overall supervision of the Division of Law is provided by the Director of the Division, together with Assistant Attorneys General who are responsible for several practice group areas. For organizational purposes, there are twenty-eight sections within the Division which group together Deputy Attorneys General representing related departments and agencies. Each section has a Section Chief and Assistant Section Chiefs, all of whom are experienced Deputy Attorneys General, who provide primary supervision of the day-to-day legal activities of the section.

An application form for the Division of Law is attached. The completed form should be returned to, Susan L. Olgiati, Chief of Staff, Division of Law, Richard J. Hughes Justice Complex, 25 Market Street, PO Box 112, Trenton, New Jersey 08625. **YOUR APPLICATION WILL NOT BE COMPLETED AND THUS WILL NOT BE PROCESSED UNTIL WE HAVE RECEIVED A SAMPLE OF YOUR LEGAL WRITING AND YOUR LAW SCHOOL TRANSCRIPT (see page 5 of the application).**

\*

**PRIVACY ACT NOTICE**

Your social security number is requested at this time as a convenience to the appointing authority in assembling personal data relating to your employment. Also, if a background investigation is required for the position for which you are applying, your social security number will be used as an identifier in performing that investigation.

You need not provide your social security number at this time. However, you will be required to provide your social security number if you accept an offer of employment. Your social security number will be used to satisfy requirements under the Internal Revenue and Social Security Acts of the United States. Also, if a background investigation is required for the position for which you are applying, your social security number will be used as an identifier in performing that investigation.

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STATE OF NEW JERSEY

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Office Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\* Social Security No: \_\_\_\_\_

Drivers License: State \_\_\_\_\_ License #: \_\_\_\_\_

Admitted to Practice Law: State and Year \_\_\_\_\_

If not a member of the New Jersey Bar, give date on which New Jersey Bar exam will be taken: \_\_\_\_\_

**Educational Record:**

Law School: \_\_\_\_\_ College/University: \_\_\_\_\_

Location: \_\_\_\_\_ Location: \_\_\_\_\_

Date of Admission: \_\_\_\_\_ Date of Admission: \_\_\_\_\_  
(Month & Year) (Month & Year)

Date of Graduation: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_  
(Month & Year) (Month & Year)

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Class Standing: \_\_\_\_\_ Degree: \_\_\_\_\_

Honors: \_\_\_\_\_ Class Standing: \_\_\_\_\_

Activities: \_\_\_\_\_ Honors: \_\_\_\_\_

Activities: \_\_\_\_\_

\* See Privacy Act Notice on Cover Page

Graduate School: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Admission (mo/yr): \_\_\_\_\_ Date of Graduation (mo/yr): \_\_\_\_\_

Degree: \_\_\_\_\_ Class Standing: \_\_\_\_\_

Honors: \_\_\_\_\_ Activities: \_\_\_\_\_

**Employment Record:** (Begin with present position and work back)

1. Name: \_\_\_\_\_ 3. Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Duties: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates in Position: \_\_\_\_\_ Dates in Position: \_\_\_\_\_

Salary: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_ 4. Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Duties: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates in Position: \_\_\_\_\_ Dates in Position: \_\_\_\_\_

Salary: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**Division of Law Contacts and Interest:**

1. Have you served in the Division of Law's Volunteer Associates in Public Service Program? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, who was your supervisor? \_\_\_\_\_.

2. Have you participated in an internship or for-credit extern ship with the Division while in law school? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, who was your supervisor? \_\_\_\_\_.

3. Have you interviewed with a representative of the Division of Law at a job fair or on-campus interview? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, who was the interviewer? \_\_\_\_\_.

4. Please identify the Division of Law Section(s) in which you have a particular interest. The location and descriptions of sections can be obtained at [www.nj.gov/oag/law/sections.htm](http://www.nj.gov/oag/law/sections.htm).

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

**References:** Set forth at least 3 names, including 2 attorneys, if possible, and 1 law school professor. Note: You do not need to submit a professor's name if you have graduated from law school more than 15 years ago. **Please provide complete addresses and telephone numbers if available.**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Professional Affiliations:

\_\_\_\_\_  
\_\_\_\_\_

Awards:

\_\_\_\_\_  
\_\_\_\_\_

Publications:

\_\_\_\_\_  
\_\_\_\_\_

Civic Activities:

\_\_\_\_\_  
\_\_\_\_\_

**Miscellaneous:**

1. Have you ever been convicted of a violation of law other than a motor vehicle violation or been placed in a pre-trial intervention program?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If so, please explain: \_\_\_\_\_
2. Have you ever been disciplined by an employer, military establishment or educational institution for improper conduct?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ If so, explain: \_\_\_\_\_

(**Note:** A response of yes to either or both of the above questions will not necessarily result in a denial of employment)

**Note:** It is the policy of the Division of Law that no applicant will be employed by the Division of Law except on condition that the applicant agrees not to engage in the private practice of law during his or her period of employment and further agrees to remain with the Division for three years from the date of employment.

I hereby certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Attach any other relevant material which you wish to be considered by this office.

If you are contacted for an interview with the Division of Law, and require an accommodation for a disability, please let us know so that appropriate arrangements can be made to facilitate the interview.

Applicant:

Below is a request for a transcript of your scholastic record to be sent to the Division of Law. **PLEASE COMPLETE IT AND SEND IT DIRECTLY TO YOUR LAW SCHOOL IN ORDER TO HAVE YOUR TRANSCRIPT FORWARDED FOR INCLUSION IN YOUR FILE.**

I will receive(d) a \_\_\_\_\_ degree in \_\_\_\_\_ from \_\_\_\_\_  
(Year)

\_\_\_\_\_ Law School located at

\_\_\_\_\_  
(Address)

In connection with my application for employment, I hereby authorize the \_\_\_\_\_ School of Law to forward a transcript of my scholastic record to:

Susan Olgiati, Chief of Staff  
Division of Law  
Richard J. Hughes Justice Complex  
25 Market Street, PO Box 112  
Trenton, New Jersey 08625

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

NAME \_\_\_\_\_

THE FOLLOWING QUESTIONS WILL BE USED ONLY FOR COMPLYING WITH APPLICATION RECORD KEEPING REQUIREMENTS OF THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION AND THE NEW JERSEY STATE DEPARTMENT OF PERSONNEL AFFIRMATIVE ACTION PROGRAM. THIS INFORMATION WILL BE SEPARATED FROM THE APPLICATION BEFORE CIRCULATION FOR REVIEW OF YOUR QUALIFICATIONS.

1. Date of birth \_\_\_\_\_

2. Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

3. Race/ethnicity:

\_\_\_\_\_ White (non-hispanic)

\_\_\_\_\_ Black (non-hispanic)

\_\_\_\_\_ Hispanic

\_\_\_\_\_ American Indian or Alaskan Native

\_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ Other

4. Veteran: \_\_\_\_ Yes \_\_\_\_ No

Disabled Veteran: \_\_\_\_ Yes \_\_\_\_ No

Enlistment Date \_\_\_\_\_ Discharge Date \_\_\_\_\_

Type of Discharge or Release:

\_\_\_\_ Honorable \_\_\_\_ Dishonorable \_\_\_\_ Other

Branch of Service \_\_\_\_\_

Highest Rank Attained \_\_\_\_\_